



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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July 9, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FURTHER DELEGATION OF AUTHORITY FOR SIGNING BOARD LETTERS

In a memorandum dated May 20, 2008, we advised your Board that we were beginning to delegate to department heads the authority to sign certain Board letters and submit them for your Board's agenda on their letterhead. In the interest of continued process improvement and promoting timely and effective submission of Board letters, we will be significantly expanding this delegation so that most Board letters will be filed on the letterhead of the initiating department under that department head's signature.

Timeframes for providing Board offices and this Office advance drafts of Board letters will not be significantly changed. This Office will continue to conduct thorough review and clearance of all draft Board letters. However, we believe that delegating authority to sign the overwhelming majority of Board letters to department heads will further streamline and expedite this important process. On a case by case basis, this Office may determine that a specific draft Board letter submitted for our review by a department should be finalized on CEO letterhead.

We are targeting implementation of this expanded delegation procedure for August 2008 and will provide department heads additional guidance as necessary, working closely with the Executive Officer of the Board to ensure smooth implementation. Please let me know if you have any questions, or your staff may contact Ellen Sandt or Martin Zimmerman at 213.974.1186 or 213.974.1326, respectively.

WTF:ES
MKZ:pg

c: All Department Heads

2008-07 - 07-09-08 Further Delegation of Authority for Signing Board Letters

"To Enrich Lives Through Effective And Caring Service"

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